

Training Plan

Staff Member _____

Position _____

Baker _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Equipment Maint.				
2. Production Records				
3. NSLP Requirements				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1. Healthy Cooking				
2. Culinary Techniques				
3. Processed Food Prod.				
4.				
Business				
1. Basic Math Skills				
2.				
3.				
4.				
5.				
6.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				
5.				
6.				
7.				
8.				

Training Plan

Staff Member _____

Position _____

Bookkeeper

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1.				
2.				
3.				
4.				
5.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Business Com.				
2. Revenue Generation				
3. Accounting				
4. Word-processing				
5. Cost Control				
6. Database Mgt.				
7. Spreadsheets				
8. Internet/Technology				
9. Basic Math Skills				
10. Contracts Mgt.				
11.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Personal Hygiene				
3.				
4.				

Training Plan

Staff Member _____

Position _____

Buyer _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Procurement				
2. NSLP Requirements				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Business Com.				
2. Revenue Generation				
3. Word-processing				
4. Database Mgt.				
5. Internet/Technology				
6. Basic Math Skills				
7. Contracts Mgt.				
8.				
9.				
10.				
11.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Cashier _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. NSLP Requirements				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Basic Math Skills				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Caterer _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Equipment Maint.				
2. Production Records				
3. NSLP Requirements				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5. Motivational Tech.				
6.				
Food Production				
1. Healthy Cooking				
2. Menu Planning				
3. Culinary Techniques				
4. Processed Foods Prod				
Business				
1. Business Comm.				
2. Marketing				
3. Revenue Generation				
4. Basic Math Skills				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Training				
2. Mentoring				
3. Sanitation & Safety				
4. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

Clerk _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Production Records				
2. NSLP Requirements				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Basic Math Skills				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Cook _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Receiving				
2. Equipment Maint.				
3. Production Records				
4. NSLP Requirements				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5. Motivational Tech.				
6.				
Food Production				
1. Healthy Cooking				
2. Menu Planning				
3. Culinary Techniques				
4. Processed Foods Prod				
Business				
1. Basic Math Skills				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member
Position

Coordinator

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Procurement				
2. Equipment Maint.				
3. Production Records				
4. NSLP Requirements				
5.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5. Labor Management				
6. Motivational Tech.				
Food Production				
1.				
2.				
Business				
1. Business Comm.				
2. Marketing				
3. Revenue Generation				
4. Accounting				
5. Word-processing				
6. Cost Control				
7. Database Mgt.				
8. Spreadsheets				
9. Internet/Technology				
10. Basic Math Skills				
11. Contracts Mgt.				
Nutrition				
1. Nutr. Ed. Resources				
2. Nutrient Analysis				
3. Nutrition Care for Children with Special Health Care Needs				
4. Basic Nutrition				
General				
1. Early Childhood Ed.				
2. Public Speaking				
3. Environmental Issues				
4. Training				
5. Mentoring				
6. Sanitation & Safety				
7. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

Custodian _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Equipment Maint.				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Environmental Issues				
2. Mentoring				
3. Sanitation & Safety				
4. Personal Hygiene				

Training Plan

Staff Member
Position

Director

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Procurement				
2. Receiving				
3. Facility Design				
4. Production Records				
5. NSLP Requirements				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5. Labor Management				
6. Motivational Tech.				
Food Production				
1. Menu Planning				
2.				
Business				
1. Business Comm.				
2. Marketing				
3. Revenue Generation				
4. Accounting				
5. Word-processing				
6. Cost Control				
7. Database Mgt.				
8. Spreadsheets				
9. Internet/Technology				
10. Basic Math Skills				
11. Contracts Mgt.				
Nutrition				
1. Nutr. Ed. Resources				
2. Nutrient Analysis				
3. Nutrition Care for Children with Special Health Care Needs				
4. Basic Nutrition				
General				
1. Early Childhood Ed.				
2. Public Speaking				
3. Environmental Issues				
4. Training				
5. Mentoring				
6. Sanitation & Safety				
7. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

Dishwasher

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Equipment Maint.				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

Driver _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Equipment Maint.				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Environmental Issues				
2. Mentoring				
3. Sanitation & Safety				
4. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

General Cafeteria Employee

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1.				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1. Healthy Cooking				
2. Menu Planning				
3. Processed Foods Prod				
4.				
Business				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Manager _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Procurement				
2. Receiving				
3. Equipment Maint.				
4. Production Records				
5. NSLP Requirements				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5. Labor Management				
6. Motivational Tech.				
Food Production				
1. Healthy Cooking				
2. Menu Planning				
3. Culinary Techniques				
4. Processed Foods Prod				
Business				
1. Business Comm.				
2. Marketing				
3. Revenue Generation				
4. Accounting				
5. Word-processing				
6. Cost Control				
7. Database Mgt.				
8. Basic Math Skills				
9. Contracts Mgt.				
10.				
Nutrition				
1. Nutrition Care for Children with Special Health Care Needs				
2. Basic Nutrition				
3.				
General				
1. Public Speaking				
2. Environmental Issues				
3. Training				
4. Mentoring				
5. Sanitation & Safety				
6. Personal Hygiene				

Training Plan

Staff Member _____

Position _____

Receptionist

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. NSLP Requirements				
2.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Business Comm.				
2. Word-processing				
3. Database Mgt.				
4. Basic Math Skills				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Secretary _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Procurement				
2. Production Records				
3. NSLP Requirements				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Business Comm.				
2. Word-processing				
3. Database Mgt.				
4. Spreadsheets				
5. Internet/Technology				
6. Basic Math Skills				
7.				
8.				
9.				
10.				
11.				
Nutrition				
1. Nutr. Ed. Resources				
2.				
3.				
4.				
General				
1. Mentoring				
2. Sanitation & Safety				
3. Personal Hygiene				
4.				

Training Plan

Staff Member _____

Position _____

Warehouse _____

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1. Receiving				
2. Equipment Maint.				
3.				
4.				
5.				
6.				
Human Resources				
1. Conflict Resolution				
2. Scheduling				
3. Ethics				
4. Organization Skills				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1. Database Maint.				
2. Basic Math Skills				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1. Environmental Issues				
2. Mentoring				
3. Sanitation & Safety				
4. Personal Hygiene				
5.				

Training Plan

Staff Member

Position

Skill	Training Date	Completed (✓)	Training Materials Used	Comments
Procedural				
1..				
2.				
3.				
4.				
5.				
Human Resources				
1.				
2.				
3				
4.				
5.				
6.				
Food Production				
1.				
2.				
3.				
4.				
Business				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Nutrition				
1.				
2.				
3.				
4.				
General				
1.				
2.				
3.				